

# FERC eTariff Creation/Maintenance System

## *Download and Installation Instructions*

### Overview of eTariff Installation and Operation

The FERC eTariff Creation/Maintenance System (eTariff) is downloaded from the FERC Forms Server via the Internet. The downloaded file is an installation file. It is used to install the application on your workstation. Once the software is installed at your site, the installation file is no longer needed and can be deleted. Please **do not** save this installation file for future use. Things change. Download a fresh version if you need it again. Using an old installation file can, and probably will, cause you problems. **The software will not run if installed on a network drive – it must be installed on a workstation.**

Once the software is installed it will appear in your workstation “Start Menu” under a Program Group called FERC Applications. You would start the software by clicking on “Start/FERC Applications/FERC Tariff System”.

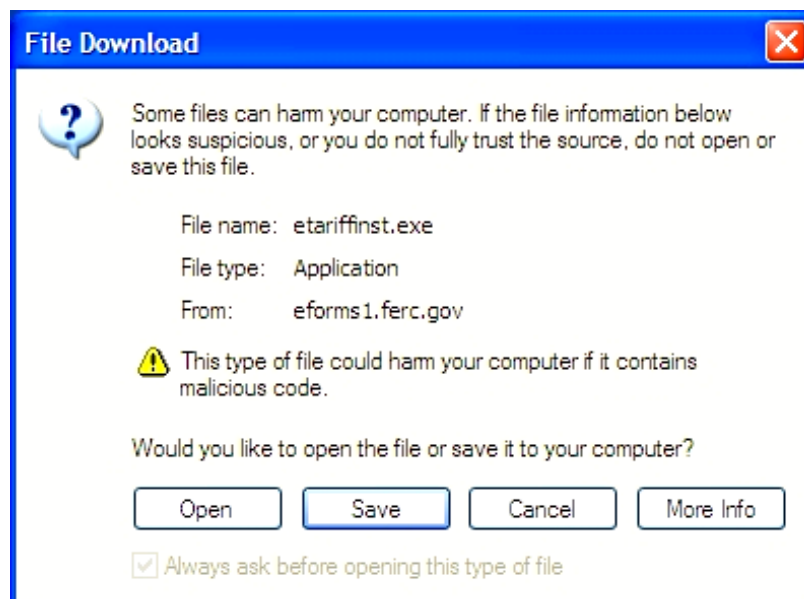
Every time you start the eTariff software, it will check with the FERC Forms Server via Internet to determine if there are any updates available. If updates are available, they will be downloaded to your workstation and installed automatically. This keeps everyone’s copy of the software in synchronization – and repairs problems you may find and report to the FERC.

### Downloading and Installing the eTariff Submission Software

Click on the “[eTariff System Download](#)” link (on the FERC Web Site) to obtain the software installation file. The following screen will appear. You may click on “Open” and installation will begin.

If you choose “Save”, the installation file (etariffinst.exe) will be downloaded to your workstation. In this instance, remember where you tell the software to save the file. After download, locate the file with Windows Explorer, place your cursor on the file name, and double-click. This will start the installation process.

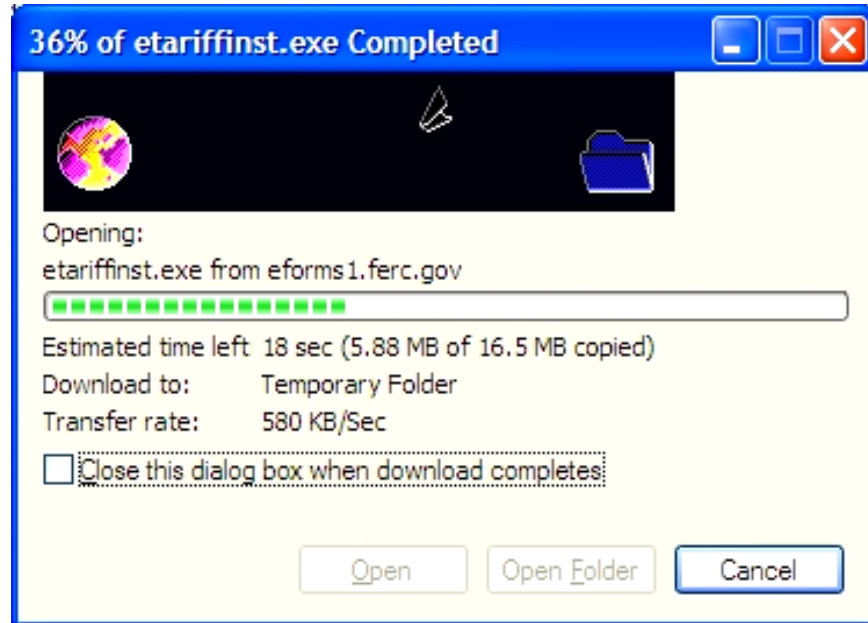
If you wish to install the eTariff application on multiple workstations, you can copy the installation file to your network and invoke it from there at each workstation. This saves time and is faster than downloading a fresh copy for each installation. However, remember! Do not save the installation file – delete it when you are finished installing.



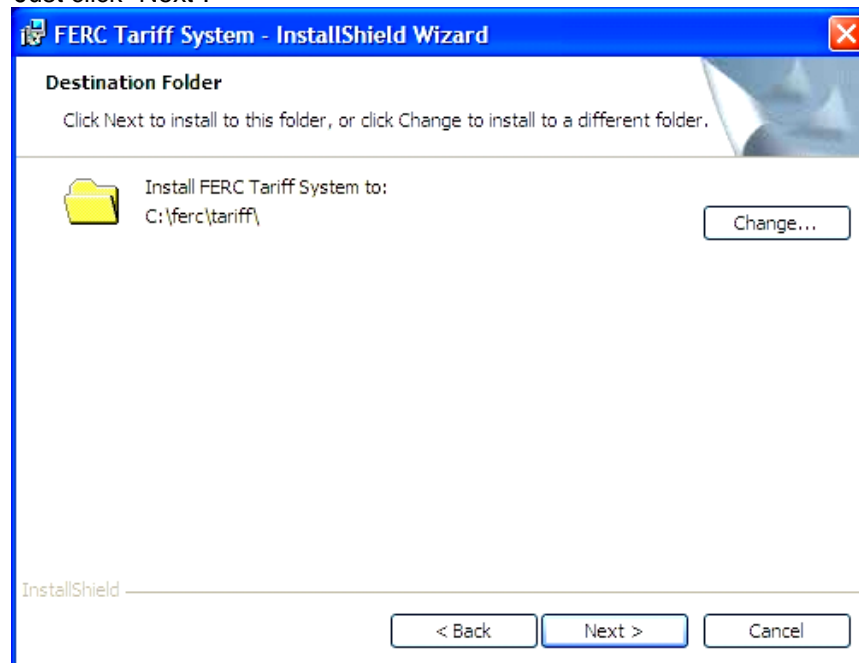
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Once you click "Open" you should see a display similar to the one below as the installation file is downloaded. There will be a similar display if you choose "Save". The difference is that "Open" downloads the file and starts the installation. "Save" requires that you located the downloaded file and double-click on it to start the process.



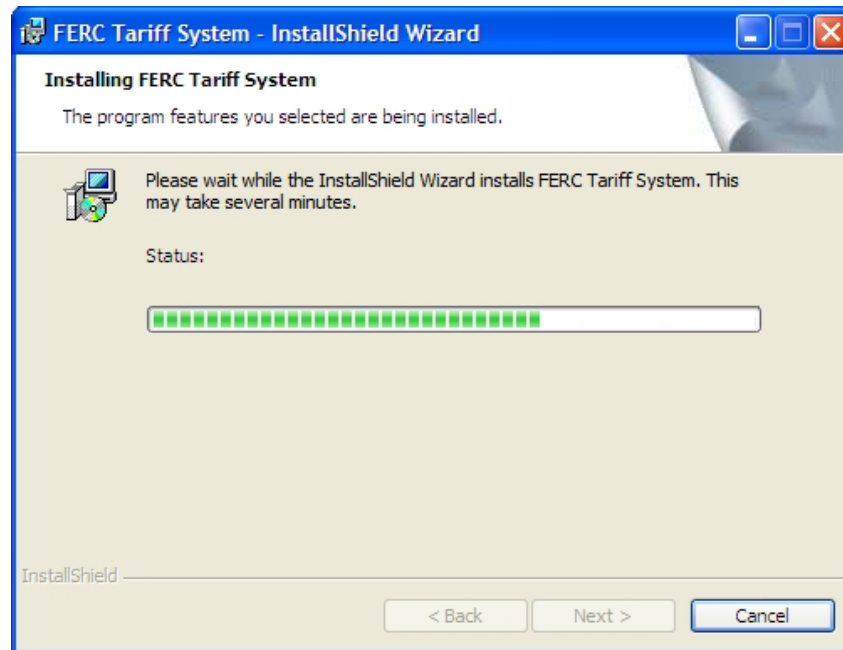
The setup program will want to place the application in the C:\fertariff\ folder on your C: drive. If the folder does not exist, it will ask if you want to create it. **Please do not** change the folder name or location if you can help it. It is easier for us to help you if you have a standard installation. Just click "Next".



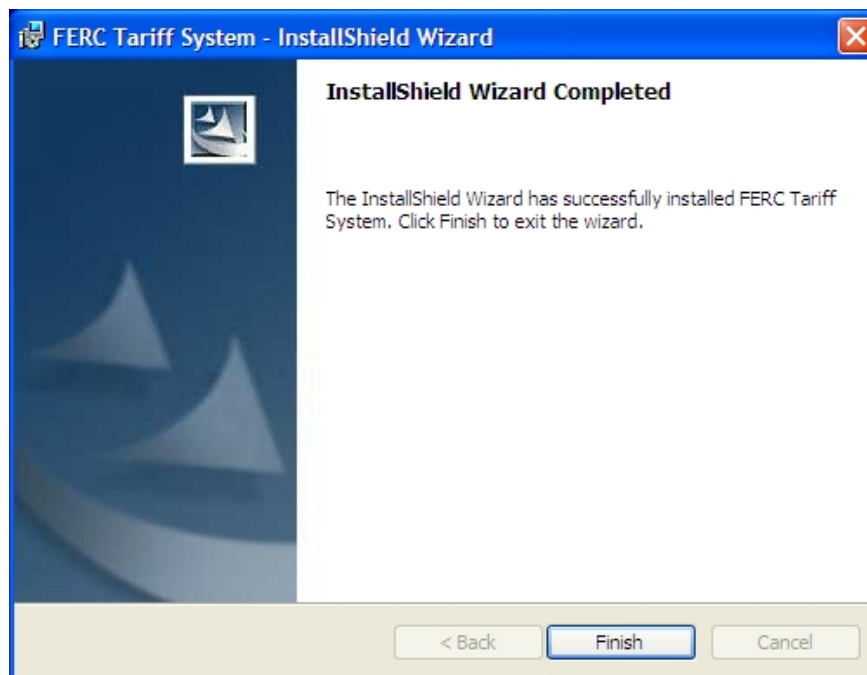
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The installation will begin – below is a representative screen shot of the progression of the installation process



Eventually, the installation will finish and you will get the following notification:



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### Initial Operation and Setup of the eTariff Software

At this point, installation is complete. You now need to set your communications options (if any) and obtain the initial download of your eTariff database information. When you first start the software (click on the Start Menu, locate Program Group "FERC Applications", then click on "FERC Tariff System"), you will get the following "Splash Screen". Notice that the **Version Number** of the software is in the upper left-hand corner of the screen. This number changes every time updates and changes are downloaded to your workstation.



### Downloading your Initial Tariff Database

The following text refers to the figure on the next page (Tariff Database Download).

If you are running the software for the first time, the data download screen will appear (see below). This function allows you to download a database of the company or companies for which you maintain and file tariff information. **If you are reinstalling the software – and already have a tariff database on your system – the existing tariff database should be used instead of attempting to download a new database.** If you have an existing database, you can skip down to the heading: Using an existing Tariff Database.

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Before you proceed, you should be aware of the "Internet Setup Options" button and set any of the options that apply to your Internet connection. **In most cases, you will not need to set any of these options.** These options, if any, can be obtained from your Network/IT Support Personnel. These options may also be set within the eTariff software by clicking on the "Options" pull-down menu at the top of the screen, and clicking on "Internet Communications Setup", however, the new settings will not take effect until you exit the software and restart it after making changes.

Below is the Internet Setup Options screen. If you have problems getting the software to present a list of companies to download, or difficulty obtaining software updates from the FERC Server, you might show this screen to your IT folks and ask if any of these settings should be used to correct any problems you may be having.

**Internet Setup Options**

These are options that may need to be configured if your Internet access is restricted. Blank these out if they are not needed at your site.

**Proxy Settings (if applicable)**

Host (Name/IP Address):  Port:

Logon Name/ID:  Password:

**Authentication (if required)**

Authentication Username/ID:

Authentication Password:

**FTP Settings (only use if problems occur with standard settings)**

☒ Force to normal (non-Passive) FTP only Force Non-passive via Port:

Note the FTP Server expects only anonymous FTP logons. However, some company FTP Proxy servers may need to make use of these settings.

Remote Host Setting:  Remote Port:

User Name/ID:  Password:

FERC Address (change not recommended):

Close

The next step is to determine a location for your database. The box titled "Destination for Data or Location of Existing Data" shows a proposed default location for your Tariff database. **It is highly recommended that you choose a directory on your Network for the Tariff Database.** First of all, storing the database on your network permits multiple users of the Tariff software to work concurrently. (If you desire having multiple users inputting data, the database **must** be on a shared network drive accessible by all users). Secondly, you will be protected from losing your work should your workstation have a malfunction. Most network data is backed up every evening. **If you chose not to use a network drive for your database, and thereby ensure that it is backed up frequently, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.**



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Once the Database location has been chosen, you click on the “Retrieve Company Listing” button. The software will obtain a list of companies available for download from the FERC Forms Server. If you do not get the list, refer to **Troubleshooting** later in this manual.

Select your company name in the “List of Available Companies” box by clicking on it once. **To download a company, you will need the PIN provided you by FERC.** Then, Click on the “Begin Download” button. The software will notify you when the download is complete. If you maintain tariffs for more than one company, you may now select a different company for download, and click the “Begin Download Button” again. Each company you wish to download will need its PIN to complete the process. Continue in this manner until **all** companies you maintain tariffs for are downloaded. Once database download is complete, you may click on “Finished”.

The screenshot shows the "ETariff Data Download" window. It features a "List of Available Companies" list box with the following entries: ANP Marketing Company (Electric), ANR Pipeline Company (Gas), ANR Storage Company (Gas), APN Starfirst, L.P. (Electric), APS Energy Services (Electric), ARCO Midcon LLC (Oil), and ARCO Pipe Line Company (Oil). Below the list is a "Retrieve Company Listing" button. To the right is a button labeled "Internet Setup Options". Below these is a "PIN Code:" label followed by a text input field. Underneath is a label "Destination for Data or Location of Existing Data:" followed by a text input field containing "c:\FERC\ltdata\" and a browse button "...". Below that is a label "Internet Source site of data:" followed by a text input field containing "208.207.43.25". At the bottom are two buttons: "Begin Download" and "Finished". A status bar at the very bottom displays the message "Server response received - process completed" in yellow text on a black background.

### Using an Existing Tariff Database

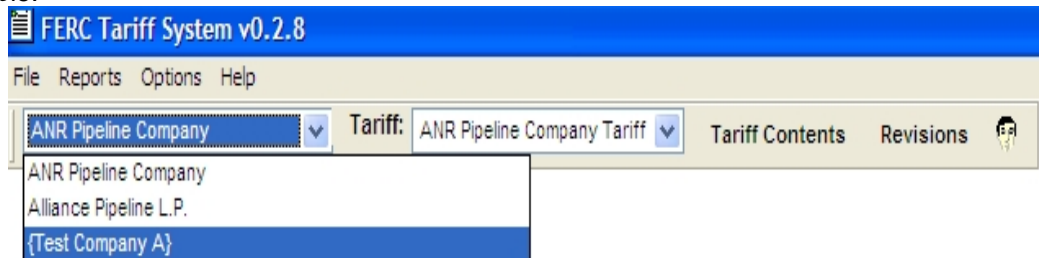
If you are re-installing the tariff software, you would want to use your existing Tariff database. To do so, click on the little box with ... in it (see above). This will permit you to navigate to the drive and folder where your existing Tariff database is stored. Select this location. It should then appear in the “Destination for Data or Location of Existing Data” text box. Then click on “Finished” (because there is no need to download a new database).

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### Quickstart for the Tariff System

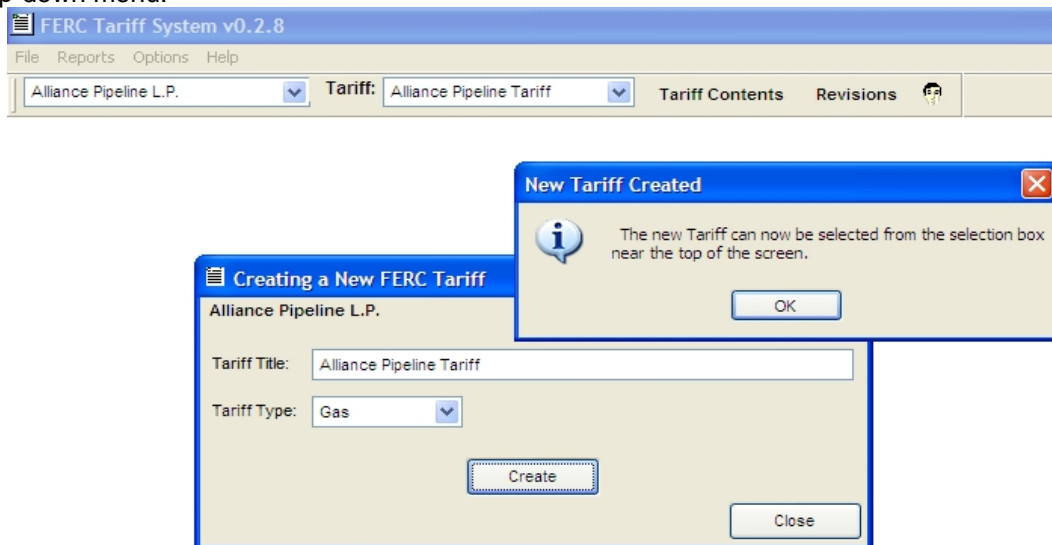
Here is an example of the screen you will see once the Tariff Software starts. (This is after installation, database download, etc). In this instance, the pull-down menu for company selection is also displayed. If you have only one company you deal with – then the selection is pretty simple.



In the following example, the “Options” drop-down menu is displayed.



In the following example, a New Tariff is created by clicking on the “Create New Tariff” item in the drop-down menu.



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### eTariff Options Menu

Here is an example of the “Options” pull-down Menu. Following paragraphs will describe the elements in this menu.



### Create New Tariff

This item is used to create a new tariff within the currently selected company. It was previous shown in more detail (above).

### Delete Current Tariff

This item will allow you to delete a tariff. For example, if you were doing some tests and created a number of temporary tariffs for practice – this would be used to delete them from the database.

### Set FERC TARIFF DB Location

This is used to specify a new location for the database. An example would be, you have installed the database on your C: drive and wanted to move the database to a network drive. First, you would create the new network folder using Windows Explorer. Then, you would select all the contents of the C:\ferc\ftdata folder (go to the folder, use cntrl/A to select all). Copy the entire contents to the new network folder (move cursor to new folder. Enter cntrl/V to copy the selected files). Then, you would start the eTariff Software, select “Options/Set FERC TARIFF DB Location” and select the new drive and folder on the network. Once that is done, you can erase the C:\ferc\ftdata folder on your C: drive.

### Internet Communications Setup

This element allows you to enter the Internet Communications Options screen. This is the same screen you can call up in the eTariff Company Download screen. You should ask your network support personnel if any of these options apply to your network.

### Troubleshooting – send DB to FERC

This item sends your entire database to FERC. This is for problem diagnosis only. You will be asked to use this by a FERC software support analyst should there be a problem with your database that can only be diagnosed and correct at FERC. This database will not be used for any “official” purpose but is for problem resolution only.



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### **If You Have Problems – Please read this carefully!**

You may experience problems downloading your initial database or obtaining the automatic updates mention at the beginning of this document. Either of these problems can usually be traced to your Network Firewall which protects your network from outside interference. The software will work OK at most companies. However, if you have a problem with these two issues, your only recourse is to plead with your IT folks to loosen things up a little or make some accommodation.

If you have errors in the software where it quits, gives you some kind of system error, or otherwise acts in an abnormal manner, you can report these problems to FERC and we will try to resolve them. (See below for reporting procedures) If there are bugs in the software, we will fix them, and distribute updates to your software automatically. If you can't receive automatic updates (see #1` above), you will probably have to download and install the software each time there is an update. The software has version numbers that change as we apply corrections or improvements.

Below is an example of the eTariff Software Folder where the software is installed on a typical workstation:

Name ▲	Size	Type	Date Modified
dbsend		Folder	8/2/2004 3:05 PM
sending		Folder	8/2/2004 3:05 PM
specupdate		Folder	8/4/2004 10:38 AM
tmpdown		Folder	8/4/2004 12:52 PM
dunzip32.dll	108 KB	Application Extension	2/24/2003 12:31 AM
dzip32.dll	128 KB	Application Extension	2/24/2003 12:31 AM
dzpipe32.dll	14 KB	Application Extension	11/25/1996 5:08 PM
eqrstrtres.dbf	1 KB	dBase Table	8/2/2004 3:05 PM
eqrstrtres.FPT	1 KB	Microsoft Visual FoxPro Table	8/6/2004 1:34 PM
ferctariff.exe	928 KB	Application	8/4/2004 7:26 AM
ferctariff.log	26 KB	Text Document	8/6/2004 1:34 PM
ferctariffinfo.sys	1 KB	System file	8/6/2004 1:34 PM
FOXTOOLS.FLL	38 KB	FLL File	1/18/2003 7:33 AM
ftstart.exe	472 KB	Application	8/4/2004 7:16 AM
ftsubver.DBF	2 KB	dBase Table	8/4/2004 10:37 AM
reinfo.dbf	1 KB	dBase Table	7/28/2004 10:03 AM
reinfo.fpt	4 KB	Microsoft Visual FoxPro Table	7/28/2004 10:02 AM
srvresp.txt	1 KB	Text Document	8/4/2004 12:46 PM

**Notice the file named ferctariff.log.** When you send us an email regarding any errors or problems, we ***must*** have the ferctariff.log attached to the email. Also, be sure to put the word Tariff in the Subject of the email. If you forget to attach the ferctariff.log, we will send you a reply mail asking for it. So, it just saves time to send it along in the first place. Of course, your IT people are welcome to review the log file and help diagnose any problems you might have.

Send emails with software problems, Internet problems, or suggestions for improvements to the application to [craig.hill@ferc.gov](mailto:craig.hill@ferc.gov) or [bpierce@ferc.gov](mailto:bpierce@ferc.gov). **Be sure to attach the ferctariff.log to your email if you are reporting an error. Please put the word Tariff somewhere in the**

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**Subject** of your email as a separate word (with a space on either side)l. This permits the email software at FERC to categorize your email, resulting in a faster response. A sample subject line might read: *Subject: Tariff Problem with Updating.*